NDE Bulletin
October 17, 2013

IMPORTANT REMINDER: **Due Dates and Data Changes**
Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

This is a reminder that during the process of submitting your 13-14 NDE Staff Reporting and 13-14 NSSRS Student data, please be sure to follow-up by checking NSSRS Validation to Review Errors and get those corrected before the Audit Window close date. Please review the VERIFICATION REPORTS for both Staff and Student Data under NSSRS Validation.

NDE Staff Reporting: ESUs, Public, NonPublic, State Operated and Interim Programs
NSSRS Student: Public and State Operated

The Audit submission window (October 16-October 31) is the time to review and change data submitted through the fall collection that was due on October 15, 2013. The Audit Window is designed to be a period for reviewing validation reports, identifying and correcting any errors or anomalies in the data submitted in NDE Staff Reporting, NSSRS Student and CDC collections. It is a critical time to ensure the data is correct before the audit window closes at Midnight on October 31, 2013.

After the Audit Window Closes the data becomes available for official reports and calculations.

Need to make changes AFTER the Audit Window Close Date? Requests to change data, after the Audit Window Close Date, will require submission of *"Request to Submit Data Late or Make Data Changes"* available within the Consolidated Data Collection.   There is no guarantee that requests will be approved.

AUDIT WINDOW CLOSE DATE – The Audit Window allows District and NDE staff to review the submitted data and make necessary adjustments. Districts must ensure final approval occurs during the Audit Window.

CDC – Collections must be approved locally on or before the Audit Window Close Date
NSSRS – Collections must be approved locally on or before the Audit Window Close Date.

PLEASE REFER TO THE NSSRS CALENDAR AND THE CDC CALENDAR FOR FURTHER INFORMATION ON COLLECTIONS DUE DATES.

2013-14 NCLB CONSOLIDATED APPLICATIONS
Contact Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov)

SPECIFIC INFORMATION FOR APPLICATIONS THAT HAVE BEEN RETURNED FOR CHANGES
For districts that have submitted their 2013-14 NCLB Consolidated applications and have had them returned for changes, please note that those applications will not be able to be resubmitted to NDE, through the Grants Management System (GMS), until November 1st at the earliest as the application is currently closed. The application will reopen on November 1st and will be available for resubmission of original applications and amendments. Districts may continue making requested changes now, but will not be able to resubmit until the application is reopened.

NSSRS Validations: New Verification Report
Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)
Public and State Operated

A new Home Language verification report is available in the NSSRS Validation website. Listed under Verification Reports/Student/General and Miscellaneous, this report summarizes counts of students by Grade Level and by Home Language Code.

Student Summary Attendance – Collection Period 1 – Open November 1
<div align="right">**Due November 15**</div>

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)
Public and State Operated Schools only

The first collection period for Student Summary Attendance is due November 15.
The date range for this first collection is: First Day of School (no earlier than July 1) – October 15.

Changes to state statute have eliminated the CDC's Excessive Absenteeism Monthly Collection and puts in its place four collection periods for the Student Summary Attendance Template . Each collection period has a date range and a due date.

Please refer to the 2013-2014 Student Template Instruction Manual and the 2013-14 NSSRS Calendar for details of all four collection periods and due dates. These documents are available on the NSSRS Resources page
http://www.education.ne.gov/nssrs/Resources.html

2012-2013 Special Education School Age Final Financial Report
Contacts: Financial Questions, Greg Prochazka (402-471-4314 or greg.prochazka@nebraska.gov)
Data Input Questions, Lori Adams (402-471-2637 or lori.adams@nebraska.gov)

> This Data Collection and updated instructions can be found on the NDE Portal under the Data Collections tab, within the Consolidated Data Collection (CDC).
>
> • School Age (SA FFR) (NDE PORTAL – CDC collection) - Due on or before October 31, 2013.

Copies of contracted services billings **ARE** required, as well as Flex Funding accounting records (Collection Opened – September 1). This collection can be found on the NDE Portal under the Data Collections tab in the Consolidated Data Collection (CDC). Activation code user types of Financial, All or Approver will give access to this collection.

All staff being claimed on the Final Financial Reports must have a NDE Staff ID. For assistance with the NDE Staff ID contact the NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Please refer to 92 NAC 51 for information regarding late submission of required forms. Nebraska Department of Education is now required to give school districts an annual "determination rating" regarding compliance with IDEA Parts B & C, as a result of the reauthorization of IDEA 2004. Included within the federal criteria being considered by NDE are: (1) timely and accurate submission of special education fiscal data and, (2) special education fiscal audit findings.

2012-13 GMS Final Reimbursement Requests
Contact: Shane Rhian (402-471-4313 or shane.rhian@nebraska.gov)

Final reimbursement requests for federally funded grants paid through GMS are due to NDE Financial Services, in approvable format, by November 15, 2012.

Applicable grants include:
- McKinney Homeless Grant
- No Child Left Behind (NCLB)
  - Title IA
  - Title ID
  - Title IIA
  - Title IID
  - Title III-IE
  - Title III-LEP
- SPED IDEA Collaborative Grant
- SPED IDEA Early Development Network Grant
- SPED IDEA Sec Transition Grant
- SPED IDEA Consolidated Grant
  - Base
  - Preschool
  - Enrollment - Poverty
  - CEIS
  - NonPublic
- Title I Accountability Funds
- Title IC – Migrant

When submitting reimbursement requests, keep the following in mind:
- Supporting documentation needs to be supplied for journal entries and credit card procurement charges
- When making payments to individuals, be specific as to what the payment is for
- For parent activities, be specific as to what was purchased and who participated in the activity
- Whenever computers are purchased with Title I Funds, they must be listed on the consolidated application on the Capital Outlay/Equipment – Operational Equipment page. Computer purchases cannot be approved if they are not listed. This includes electronic items such as ipads, ipods, Kindles, or anything considered small and attractive.
- Service Provider tab must be completed for all non-school district service providers for IDEA grants and supporting invoices submitted..
- Please ensure that the request is marked as a Final by checking the appropriate box and (Re)Calculate Closeout before submitting.
- Supporting documentation for Title II Part A must provide sufficient information to identify the "content" of the professional development activity. Professional development activity is to improve student achievement in the core academic areas. Funds should only be used for staff working in these areas. Refer to the ESEA Title II, Part A Non-Regulatory Guidance for appropriate use of funds.
- A reminder, NCLB funds can never be paid to a non-public school.

2013-2014 Consolidated Data Collection (CDC) Reports
Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

CDC reports must be submitted and approved prior to the close of the Audit Window due date.

Collection Name	Open Date	Audit Window Due Date
ASSESSED VALUATION AND LEVIES	September 1	October 31

Public only *Assessed valuation and levies. Distance between high school attendance centers.*		
ELEMENTARY SITE ALLOWANCE *Public only* *Districts applying for a Two-Year New School Adjustment, School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.*	September 1	October 31
NON-CERTIFICATED STAFF *Public, State Operated and ESU's* *Include all District/System non-certificated employees in this section. Report the Full-Time Equivalency for staff in each of the following categories who were at the District/System on October 1 (or the closest school day to October 1). School Administrative Support Staff, District/System Administrative Support Staff, Clerical Assistants to Instructional Personnel (non-classroom), Teacher Aides (work in classroom), Plant Operation Personnel (custodians, engineers, etc.). Regular Bus Drivers, Food Service Personnel, Library Aide, and Other Personnel.* ==**IMPORTANT**: *The FTE of Title I Funded non instructional staff that was previously reported here, will now be reported in the Annual Participation Report, Part 2.*==	September 1	October 31
NONPUBLIC DROPOUT *Nonpublic only* *Collects Nonpublic dropout data from Nonpublic Systems for the previous school year.*	September 1	October 31
NONPUBLIC MEMBERSHIP *Nonpublic only* *Collects count of students as of the last Friday in September of the current school year.*	September 1	October 31
PK-K INSTRUCTIONAL PROGRAMS *Public and State Operated only* *Districts report the total number of hours that a district plans to operate its prekindergarten program per week and per year by school building. This collection also collects the type of kindergarten program the school districts will offer by school building.*	September 1	October 31
SCHOOL AGE FINAL FINANCIAL REPORT (FFR) *Public and ESU's only* *Public school districts/ESU's claim reimbursement for SPED School age expenditures.*	September 1	October 31
STUDENT GROWTH ADJUSTMENT *Public only* *Districts applying for the student growth adjustment. Districts must estimate their 2014/15 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between 2013/14 fall membership and*	September 1	October 31

2014/15 estimated average daily membership.		
SUMMER SCHOOL STUDENT UNIT *Public only* *Number of students by grade who attend summer school; 1) attending remedial Math or Reading, 2) students eligible for free lunch or free milk.*	September 1	October 31
TEACHER AND PRINCIPAL EVALUATION SURVEY *Public only* *NDE Principal Performance Survey and NDE Teacher Performance Survey (State Fiscal Stabilization Fund Assurances).*	September 1	October 31
TEACHER VACANCY SURVEY *Public only* *The Department of Education developed the Teacher Vacancy Survey to collect data relating to teacher supply in Nebraska. The data is gathered with the purpose of determining the content areas for which teacher supply does not meet demand and which methods are commonly used by school districts to meet staffing needs.*	October 1	December 10
TITLE I ANNUAL CASELOAD COUNT OF CHILDREN IN LOCAL INSTITUTIONS FOR NEGLECTED AND RELINQUENT *Public only –* *- Notifications will be sent to the districts.* *The purpose of this annual caseload count is to provide the State Education Agency with current information on the location and number of children living in institutions for neglected or delinquent children, or in local correctional institutions. The information collected will be used in the Title I formula for computing allocations for local education agencies.*	September 1	December 5*
TITLE III PROFESSIONAL DEVELOPMENT *Public and ESU's only* *Collects data on the professional development activities for Title III Limited English Proficient Grant Recipients. Only districts/ESU's that receive this grant are required to complete this collection.*	September 1	October 15
TWO-YEAR NEW SCHOOLS ADJUSTMENT APPLICATION *Public only* *Districts applying for a Two-Year New School Adjustment. School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.*	September 1	October 31

Please refer to the CDC Calendar for information on Audit Window and Audit Window Close Date at
https://cdc.education.ne.gov/Instructions/CDC_calendar.pdf

State of the Schools Report (SOSR) Calendar for 2013

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The following provides the dates when data and decisions will be available for review in the 2013 SOSR Preview prior to public release. Once the Report Card is released to the public, the data will not be changed so it is important for districts to review their data. The 2013 SOSR Preview will be available through the NDE Portal. Note, the Nebraska Performance Accountability System (NePAS) was released to the public in August without the graduation component. Graduation rates and ranking will not be added until November in order to include students who graduate over the summer.

Date	Activity
Sept. 27, 2013	SOSR 2013 released to the public
October 4, 2013	PLAS list added to the SOSR 2013 Report Card
Nov. 15, 2013	NePAS released with Graduation data and ranking, Drop-out data added to SOSR

HOW TO CONTACT THE NDE HELPDESK

There are three ways to contact the NDE Helpdesk with questions.
All three ways get to the same place, so please only use one of the following options.
If you send more than one request this may delay our response as we coordinate all requests.

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.
   OR
2. Email: nde.helpdesk@nebraska.gov
   OR
a. Call Toll Free: 888-285-0556
   Please leave your full name, organization, call back number and a brief description of your question.

ALSO: If you have contacted your area's NDE Trainer, please do not also contact the Helpdesk. Multiple contacts will delay the response.
THANK YOU!

NDE Bulletin now available in RSS Feed
Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at http://www.education.ne.gov/ndebulletins/index.html. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

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